OAA Welcomes Rae Cotton and Audrey Yau

The End of the Consulting Faculty Line...

...And the Beginning of the Adjunct Professor and Adjunct Lecturer Titles

Clinician Educator Document Updates

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**OAA Welcomes Rae Cotton and Audrey Yau**

Rae Cotton will be joining the Office of Academic Affairs on March 7 as Faculty Affairs Administrator and Data Coordinator. Rae comes to Stanford after working at the Menlo Park Veterans Affairs Hospital; a few months ago she relocated to the Bay Area from North Carolina, where she also worked in the VA system. Her primary duties will include reviewing and approving sabbatical, leave and professional development leave requests from members of the Professoriate and the Clinician Educator Line, and managing data entries into PeopleSoft for all populations in the School, including new appointments, FTE changes, reappointments, promotions, sabbaticals and leaves, and terminations. This is a new position, which reports jointly to Jessica Salas-Mendonca and to the (currently open) Manager of Data Analytics and Operations.

On March 21, Audrey Yau will be joining the Office of Academic Affairs as Academic Affairs Manager. Audrey is currently completing a postdoctoral fellowship in geosciences at the Desert Research Institute. Her duties will include managing the full spectrum of Professoriate actions, including search initiation requests, searches, offers, waivers, appointments, reappointments and promotions in all Professoriate lines. Audrey replaces Craig Spencer, who departed on February 19 after 13 years of dedicated service in the Office of Academic Affairs.

We look forward to working with Rae and Audrey and introducing them to the FAA Community!

**The End of the Consulting Faculty Line...**

The University has decided to sunset the Consulting Faculty line in 2016. Anyone currently appointed into the Consulting Faculty line (as Consulting Assistant Professor, Consulting Associate Professor, or Consulting Professor) will be allowed to retain their Consulting Faculty title for the rest
of their current appointment term, but new appointments and reappointments are only allowed for the next few months.

Starting June 1, no more appointments or reappointments will be allowed to the Consulting Faculty line. Consulting appointments or reappointments that are submitted before June 1 will be processed. Any actions that are submitted after that date will need to be converted to Adjunct Professor or Adjunct Lecturer.

**...And the Beginning of the Adjunct Professor and Adjunct Lecturer Titles**

Two new Short Term Faculty/Other Teaching Title titles have been created at the University level: Adjunct Professor and Adjunct Lecturer. The School of Medicine will begin allowing appointment to these positions on June 1.

Individuals appointed to these titles may be employed outside Stanford in business, industry or government, or they may be retired from another academic institution. In contrast with the Consulting Faculty line, it is allowable to appoint individuals to these titles who do not have employment outside Stanford. They may be paid or unpaid.

Adjunct Professors and Adjunct Lecturers are expected to contribute primarily to the educational mission of the department or institute. As noted in the [University Faculty Handbook](http://med.stanford.edu/academicaffairs/), “These positions should not be used for individuals who are involved directly in: the execution and design of research, assisting in goals of a sponsored research project, preparation of proposals or reports or authoring research results. Research activity at this level of involvement requires a separate research appointment.” This appointment must be in the Academic Staff (Research) line, for example, a paid Research Associate or Senior Research Scientist position.

For more details, please see the [University Faculty Handbook](http://med.stanford.edu/academicaffairs/). The Office of Academic Affairs website will be updated soon.

Please contact Sharon Freiberg or Rebecca Robinson if you have any questions.

**Clinician Educator Document Updates**

The following forms and templates have been updated for Clinician Educators ([http://med.stanford.edu/academicaffairs/CEs.html](http://med.stanford.edu/academicaffairs/CEs.html)):

- [Required appointment documents](http://med.stanford.edu/academicaffairs/CEs.html) (Updated CES requirement, please see footnote 8)
- [CV sample/template](http://med.stanford.edu/academicaffairs/CEs.html)
- [Referee solicitation letter template](http://med.stanford.edu/academicaffairs/CEs.html)
- [Trainee solicitation letter template](http://med.stanford.edu/academicaffairs/CEs.html)
- [Clinician Educator (Affiliated) letter of invitation template](http://med.stanford.edu/academicaffairs/CEs.html)
- [Clinician Educator offer letter template](http://med.stanford.edu/academicaffairs/CEs.html)
The following forms and templates have been updated for Instructors (http://med.stanford.edu/academicaffairs/other/instructors.html):

- **Required appointment documents**  (Copy of NOA needed, please see footnote 5)
- **Referee solicitation letter template**
- **Instructor (Affiliated) letter of invitation template**
- **Instructor offer letter template**

Please be sure to download the latest templates. If you have any questions please contact Jessica Salas-Mendonça.